

Manufactured Home Best Practices

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Why do I care?

- What's your current trend for manufactured home judgments? Increasing? Decreasing? Staying about the same?
- Manufactured home payments are such a small part of the total collections. Yet, we end up spending ridiculous amounts of time and resources to manage and collect these monies

Statewide Manufactured Home Collections

- 2013 - \$10,641,330.46
- 2014 - \$10,615,612.43
- 2015 - \$10,604,594.57



Please hold your questions

- Question and answer panel following presentation
 - Jodi Jones, Elkhart County
 - Kelly Zimmerly, Green County
 - Jennifer Templeton, Hamilton County
 - Sue Ann Mitchell, Kosciusko County
 - Rebecca McCracken, Lawrence County
 - Jill Guingrich, White County

What is a Best Practice?

best practice *noun*

UK /ˌbest ˈpræk.tɪs/ **US** /ˌbest ˈpræk.tɪs/

A working method or set of working methods that is officially accepted as being the best to use in a particular business or industry, usually described formally and in detail.

Cambridge Dictionary

Partnerships

- Assessor
- BMV
- Circuit Court/Clerk
- Manufactured Home Dealers
- Manufactured Home Court Owners

Name Change – permit only

- Ensure names are only being changed with a valid permit – (e.g. not a Bill of Sale, etc.)
- Proposing legislation to close this gap
- Owner is the taxpayer (not holder, controller, possessor or occupier)
Reference April 11, 2016
Memorandum from DLGF (Exhibit A)

Permits

- Request original state issued titles for review in issuing permits
 - Increases accuracy
 - Prevents fraud
 - Lienholder can fax copy if held by bank
- Stamp all permits with an embossed seal
 - Prevents fraud
 - Included in proposed legislation

- Issue permit without a title for a court order title
 - Proposed workplan includes asking DLGF to amend the permit to include this as an option
- Notify other counties when you issue a moving permit outside your county
 - Verify if your assessor is already doing this
 - Consider sending the notification from your office, if not. Or in addition to the assessor communication

- Hand out Form 1 (State Form 23341) for return to the County Assessor after a manufactured home has been moved. (Exhibit B)

How to get a Court Ordered Title

- Which process should I use?
 - With a VIN (Exhibit C & D)
 - Without a VIN (Exhibit C & D)
 - Abandoned Home (Exhibit E)
 - 9-22-1.5 – private landowner
 - 9-11-1.7 – manufactured home community

Helpful practices

- Input your permit information into an Excel spreadsheet
- Complete your permit as an online .pdf form (save the form from DLGF website in.gov -> Forms -> DLGF Forms -> Assessment Forms -> Form 7878 Mobile Home Permit (Exhibit F)
- Utilize your system notes to track permit information on the parcel

- Scan permit and/or title copies into your tax or assessment software
- Send a VIN Request Letter to all manufactured home owners who have not provided a VIN number to the Assessor – (Exhibit G)
- Track the same home from one owner to the next by using the same parcel number but for the last 2 digits e.g. ##-#####-00, ##-#####-01, ##-#####-02, ##-#####-03, etc.

- Meet with manufactured home court owners, assessors, BMV and other partners

Personal Property Manufactured Home Sale

- Presenting overview document to manufactured home summit and legislative committee TODAY!! - Following this session

Clean up one parcel, one taxpayer, one tax set at a time!

- Make a plan
 - Most recent judgments
 - Still assessing
 - Several outstanding on same home
 - Contact landowner for updated info

Action is the foundational key to all success.

— Pablo Picasso

